



# Sunnybrae Normal School

36 Sunnybrae Road, Hillcrest, Auckland 0627, New Zealand  
Phone: (+64) 09 443 5058

Email: [office@sunnybrae.school.nz](mailto:office@sunnybrae.school.nz)

Tuesday, 30 May 2023

Dear Parents and Caregivers,

Thank you to those parents/caregivers who have replied to the form sent out on Seesaw indicating their children are being collected early or remaining at school.

For parents collecting at 1:30 pm, please make your way straight to your child's classroom. The classroom teacher will record that you have signed out your child.

Children will not be able to leave early unless they are accompanied by a parent/caregiver.

We advise against picking up any students during lunch from 12:30 - 1:30 pm as they will be in the playground and it is difficult to call children to the office at this time. If you wish to pick up your child prior to 1:30 pm, please make arrangements with the office well in advance.

**1:30 - 1:45 pm** - Pick up your child from their classroom.

**1:45 - 2:30 pm** - Students will move to set classrooms. Please come to the office should you need to collect your child during this time and we will have them meet you at the office.

**2:30 - 3:00 pm** - All remaining students will be in the Hall for Singing Assembly.

**3:00 pm** - All students picked up from the Hall. Children who walk home or meet parents/caregivers outside of the school grounds will be dismissed from the Hall at 3:00 pm.

**3:00 - 6:00 pm** - **YMCA After School Care** will be operating as usual. Please let the YMCA know if you have a booking with them, but your child will be going home early with you instead.

Thank you for your continued support and understanding.

Kind regards

Lorene Hurd  
Principal

James McIntyre  
Presiding Member, Board of Trustees